

BOARD OF DIRECTORS
Monday, February 13, 2006
Best Western Heritage Inn
Montana/Alberta Room
Great Falls, MT
10:00 a.m. – 12:00 noon

DRAFT MINUTES

MEMBERS PRESENT

Officers

☒ Doug Kaercher, President

☒ John Prinkki, 1st Vice President

☒ Cynthia Johnson, 2nd Vice President

☒ Allan Underdal, Fiscal Officer

☒ Greg Chilcott, Urban Representative

Bill Kennedy, Past President

☒ Bernie Lucas, District #9

☒ Paddy Trusler, District #10

☒ Bill Carey, District #11

☒ David Schulz, District #12

District Chairs

☒ Richard Dunbar, District #1

☒ Mark Rehbein, District #2

☒ Joan Stahl, District #3

☒ Art Kleinjan, District #4

☒ Arnie Gettel, District #5

☒ Carl Seilstad, District #6

☒ Maureen Davey, District #7

☒ Ed Tinsley, District #8

Association Representatives

☒ Leo Gallagher, Attorneys

☐ Pam Castleberry, Clerk and Records

☒ Marilyn Hollister, Clerks of Court

☐ Joseph Christiaens, Coroners

☒ Gary A. Olsen, Magistrates

☒ T. Gregory Hintz, Sheriff & Peace Officers

☒ Jess Andersen, Treasurers

☒ Jetta Johnson, School Superintendents

OTHERS PRESENT: Harold Blattie, Executive Director; Sheryl Wood, Associate Director; Jack Holstrom, Personnel Services Administrator; Bill Hansell, NACo President; Jim Mulder, Executive Director, Minnesota Association of Counties; Chris Christiansen, MT Public Safety Services Bureau; Becky Berger, MT 9-1-1; Ted Coffman, Madison County Commissioner.

1. Approval of Minutes: September 25, 2005 and September 29, 2005

The minutes of September 25 and 29, 2005 meetings were reviewed. The September 29, 2005 minutes were corrected as Alan Underdal was not present. The minutes were approved as corrected.

2. FY-06 Budget Report: MACo Fiscal Officer, Allan Underdal

Allan Underdal, MACo Fiscal Officer presented the budget report including year to date expenditures.

3. Confirmation of Associate Director: MACo President, Doug Kaercher

President Kaercher read Executive Director Blattie's letter of recommendation for confirmation of the Associate Director. The confirmation of the Associate Director was unanimously approved.

4. Planning Session Report: MACo President, Doug Kaercher

President Kaercher reported that he had made the decision to hold a Board Planning Session to evaluate MACo's Goals and Objectives and review core services. Brian Cameron of CMS, presented the outcome of the Board Planning Session held at Fairmont on January 18, 2006. Through a review of a Board Survey and subsequent discussions, Board members generally affirmed that MACo was fulfilling its mission and meeting members' expectations. It was reported that MACo's strengths are Legislative guidance and support, risk management and insurance programs, and education and information sharing. One of the largest barriers is the lack of sufficient resources to fulfill primary roles and responsibilities.

5. MACo Personnel Policy Changes: MACo Executive Director, Harold Blattie
MACo Associate Director, Sheryl Wood

Harold Blattie, MACo Executive Director, reported that it was felt that certain changes were needed in the current MACo Personnel and Policy and Procedures Manual to bring MACo into compliance with state and federal laws. Also, with the addition of the claims staff, it was necessary for the Board to approve the addition of the claims staff position descriptions to the policy.

The major modifications to the Policy are: Add and modify language for personnel employment categories and probationary status; insert language from the JPIA Model Personnel Policies regarding hours of work, breaks and attendance records; define the work week; add flex time language; add travel time language; modify tardiness language; define guidelines for Overtime and Compensatory time for exempt and non-exempt employees in accordance with the FLSA and MT Overtime and Compensation Policy; update Holiday Pay and Benefits section; update Discipline Policy; clarify reimbursable benefits at time of termination including calculation of compensatory pay for non-exempt employees; insert drug and alcohol use policy.

Following discussion, the Policies were adopted with the following changes: 1) Correction of a

typo. 2) Clarification of calculation of compensatory time accrual. 3) Increase allowable

compensatory time accrual for Executive and Associate Directors from 40 to 80 hours per year.

Executive Director Harold Blattie advised the Board that these were preliminary modifications to address pressing needs and that many updates to the Policies are still needed. He anticipates bringing a fully modified Personnel Policy to the Board at a later date for their review and approval.

The Board also approved the addition of the Position Descriptions for the MACo claims staff.

Executive Director Harold Blattie reported that he feels that some of the positions within MACo have not been reviewed in some time. In order to ensure that all position descriptions are current and that salaries are within reasonable market ranges, a classification and compensation study will be conducted. It is expected to have a proposal in June for the Board's consideration.

6. Resolutions Process/Legislative Process: MACo Executive Director, Harold Blattie

Executive Director Harold Blattie reviewed the Legislative and MACo Resolution Process

7. 60th Legislative Session 2007: MACo Executive Director, Harold Blattie
MACo Associate Director, Sheryl Wood

Executive Director Harold Blattie discussed the candidate filings for the upcoming Legislative Session.

8. NACo County Leadership Institute: MACo Executive Director, Harold Blattie

Executive Director Harold Blattie gave an overview of the Institute and reported on the deadline for applications.

9. MACo and NACo Committee Changes: MACo President, Doug Kaercher

A current list of MACo Committees was distributed. President Kaercher reported that due to budgetary restraints, he reduced some committee memberships to limit each committee to no more than 10 members. He would like to reiterate that anyone is welcome to serve on a committee of interest, however, if they were not a Presidential appointee, their individual county would need to pay the travel.

10. Sponsorships/Endorsements:

Department of Labor: MACo President, Doug Kaercher

President Kaercher reported that MACo is in the final stages of entering into a Memorandum of Agreement (MOA) with the Department of Labor. The Department would reimburse certain travel expenditures for Cynthia Johnson to attend NACo Labor and Employment Steering Committee meetings. The Board provided Executive Director Harold Blattie the authority to negotiate and enter into the MOA with the MT Department of Labor and Industry.

Department of Commerce: MACo President, Doug Kaercher

President Kaercher reported that through a sponsorship by the Department of Commerce, Mike McGinley would be representing MACo on the NACo Community and Economic Development Steering Committee.

NACo Prescription Drug Program: MACo President, Doug Kaercher

President Kaercher reported that a number of counties have begun programs to issue prescription drug cards to citizens. It was also reported that there was an average savings of \$6.00 per prescription under the Plan. Concerns were expressed that it had been reported that Caremark had been using cardholder information to lobby participants to utilize their mail-order system. President Kaercher reported he would contact NACo and look into this issue.

Nationwide Retirement Solutions: MACo Executive Director, Harold Blattie
Executive Director Blattie reported on the final Royalty and Marketing Agreements and noted that he will be executing them as previously authorized.

US Bank – County Credit Cards: MACo Executive Director, Harold Blattie
Kim Spiroff, US Bank, reported on a program for County Credit Cards.

11. District Meeting Schedule: MACo Executive Director, Harold Blattie

Preliminary dates were chosen for District Meetings. MACo will contact District Chairs and coordinate the schedule for the upcoming Spring District Meetings.

12. Board of Directors June Meeting: MACo Executive Director, Harold Blattie

The Board of Directors will meet on June 8 to adopt the final budget.

13. Upcoming Meetings: MACo Executive Director, Harold Blattie

A calendar of events was distributed.

14. Other Business:

NACo President Bill Hansell: President Hansell thanked MACo for the opportunity for he and his wife to attend our Mid-Winter Conference. President Hansell provided his background and expressed that Montana's 100% participation has been vital to NACo's success. President Hansell reported that it is vital that we continue to work on Public Lands Issues to ensure funding for counties.

Jim Mulder, Executive Director, Minnesota Association of Counties: Jim Mulder thanked the MACo Board and membership for the opportunity to attend our Conference and for the invitation to give his Meth Presentation.